

## ELIGIBILITY AND TRAINING REQUIREMENTS FOR TEMPORARY JUDGES/SETTLEMENT ATTORNEYS

REQUIREMENTS	DETAILS
<b>STATE BAR MEMBERSHIP</b>	<p><b>Must be admitted to practice as a member of the State Bar of California for at least 10 years before appointment.</b> The Presiding Judge, for good cause, may appoint an attorney who has been admitted to practice for at least 5 years.</p>
<b>APPLICATION PACKET</b> <ul style="list-style-type: none"> <li>○ Application form (SDSC ADM-153)</li> <li>○ Background Investigation form (SDSC ADM-62)</li> <li>○ Request for Live Scan Service form (BCII 8016)</li> <li>○ Reference Letter</li> <li>○ Copy of Driver's License</li> </ul>	<p><b>Availability of Forms:</b> All forms except Request for Live Scan Service are available as fillable forms on the court's website at <a href="http://www.sdcourt.ca.gov">www.sdcourt.ca.gov</a> under the "Temporary Judge Program" link (located under "Popular Pages to Visit" on the right side of the home page). See below under "Background Checks" section for explanation of availability of Request for Live Scan Service form.</p> <p><b>Submission of Forms:</b> Please submit application forms <u>and all related documents</u> to:</p> <p style="text-align: center;">Pamela Winters, Temporary Judge Administrator San Diego Superior Court 220 West Broadway, San Diego, CA 92101 (619) 450-5636 FAX - (619) 450- 5690</p>
<b>TRAINING</b> <ul style="list-style-type: none"> <li>○ Mandatory courses for ALL temporary judges and settlement attorneys</li> </ul>	<p>NOTE: All courses are free of charge and provide MCLE credit.</p> <p>In accordance with CA Rules of Court, rule 2.812(c), complete the following training:</p> <ul style="list-style-type: none"> <li>○ 3 hours of mandatory training in <b>Ethics</b> which includes judicial ethics generally; conflicts; disclosures, disqualifications, and limitations on appearances; and ex parte communications. This course is available <b>on-line</b> at <a href="http://www2.courtinfo.ca.gov/cjer/pro_tem.htm">http://www2.courtinfo.ca.gov/cjer/pro_tem.htm</a>. Completion of this course provides <b>3 hours of MCLE (ethics) credits</b>.</li> <li>○ 3 hours of mandatory <u>live</u> training in <b>Bench Conduct and Demeanor</b> which includes bench conduct, demeanor, and decorum; access, fairness, and elimination of bias; and adjudicating cases involving self-represented parties. The Court offers this live course periodically. Completion of this course provides <b>1 hour of MCLE elimination of bias credit and 2 hours of MCLE general credit</b>. To see date(s) of upcoming courses, please check the website at <a href="http://www.sdcourt.ca.gov">www.sdcourt.ca.gov</a> under the "Temporary Judge Program" link (located under "Popular Pages to Visit" on the right side of the home page). Click on "Mandatory Training for Applicants."</li> </ul>
<ul style="list-style-type: none"> <li>○ Mandatory Substantive Courses for Temporary judges</li> </ul>	<p>In accordance with CA Rules of Court, rule 2.812(c), complete the following training:</p> <ul style="list-style-type: none"> <li>○ Three hours of substantive training, depending on the types of cases for which you apply.</li> <li>○ <b>On-line Training:</b> The California Judicial Council's Center for Judicial Education and Research (CJER) has developed various training courses to satisfy the substantive training required for temporary judges, including</li> </ul>

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	<p>web-based, on-line training, and is in the process of developing others (see below).</p> <ul style="list-style-type: none"> <li>○ All temporary judges who want to serve in <b>small claims</b> cases must complete substantive training pursuant to CCP section 116.240(b). CJER currently has an on-line course entitled <i>Small Claims Court: Procedures and Practices</i> available on the temporary judge resource page at the following web address: <a href="http://www2.courtinfo.ca.gov/cjer/pro tem.htm">http://www2.courtinfo.ca.gov/cjer/pro tem.htm</a>. You must provide the Temporary Judge Administrator with a copy of the Certificate of Completion of this on-line course that you can download and print after taking the course. On the certificate, you must certify that you have taken the on-line course and that you have reviewed the materials identified in the table of substantive law training topics in the course resources (a separate link on the temporary judge resource page directly beneath the Small Claims Court: Procedures and Practices link). To obtain three MCLE credits for taking the on-line course and reviewing the course resources, you should retain a copy of the Certificate of Completion for your records.</li> <li>○ All temporary judges who want to serve in <b>traffic</b> cases must complete substantive training. CJER currently has an on-line course entitled <i>Traffic</i> available on the temporary judge resource page at <a href="http://www2.courtinfo.ca.gov/cjer/pro tem.htm">http://www2.courtinfo.ca.gov/cjer/pro tem.htm</a>. You must provide the Temporary Judge Administrator with a copy of the Certificate of Completion of this on-line course that you can download and print after taking the course. On the certificate, you must certify that you have taken the on-line course. To obtain three MCLE credits for taking the on-line course, you should retain a copy of the Certificate of Completion for your records.</li> </ul> <p>CJER has also developed web-based, on-line substantive training courses relative to other case types. You can check the status of the availability of these courses on CJER's temporary judge resource page at <a href="http://www2.courtinfo.ca.gov/cjer/pro tem.htm">http://www2.courtinfo.ca.gov/cjer/pro tem.htm</a>. <b>However, please note that the San Diego Superior Court does not use temporary judges and/or settlement attorneys in all of the case types for which training is offered. Currently the San Diego Superior Court uses temporary judges and settlement attorneys in the following matters:</b></p> <ul style="list-style-type: none"> <li>• Small Claims</li> <li>• Traffic trials</li> <li>• Family settlement conferences</li> <li>• Family Support</li> <li>• Civil settlement conferences (North County only)</li> <li>• Probate settlement conferences (North County only)</li> </ul> <ul style="list-style-type: none"> <li>○ MCLE credit is available for each of the on-line courses provided by CJER. A copy of your Certificate of Completion will constitute your record of MCLE self-study credits.</li> </ul>
<b>BACKGROUND CHECKS</b>	<p>All temporary judge and settlement attorney applicants must have two background checks, which are provided at no cost to you:</p> <ul style="list-style-type: none"> <li>○ <b>Background Investigation (checks local databases):</b> The fillable <i>Background Investigation Form</i> (SDSC ADM-62) is available on the court's website at <a href="http://www.sdcourt.ca.gov">www.sdcourt.ca.gov</a> under the "Temporary Judge Program" link.</li> </ul>

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	<p>Complete the form and submit it with your application to the Temporary Judge Administrator (see contact information above under <b>Application Packet</b> section above). <b>Please note: Although the form requests a copy of your social security card, only <u>a copy of a valid driver's license is required.</u></b></p> <ul style="list-style-type: none"> <li>○ <b>Live Scan (checks DOJ and FBI databases)</b> –an inkless fingerprint process.  <b>Offered at Training</b> – The Live Scan fingerprinting service will be offered at each live training on Bench Conduct and Demeanor. You must present the Live Scan operator with a valid California's driver's license, a valid California Identification Card, or a valid U.S. Passport along with a completed Request for Live Scan Service form. See below for information on obtaining that form.  <b>Offered at other locations:</b> If you do not have your Live Scan check done at the training, you may have the scan done at any approved Live Scan operator. Several are located throughout San Diego County, and a list is available from the Temporary Judge Administrator.</li> </ul> <p><b>Request for Live Scan Service Form (BCII 8016):</b> Before having the scan done (either at the training or elsewhere), please fill out the information required in the second section of the <b>Request for Live Scan Service form</b> (beginning with "Name of Applicant") and take the <b>original and two copies</b> of the completed form to the Live Scan provider along with the required <b>photo identification</b>. When you register for the Bench Conduct and Demeanor course, you will be emailed the <b>Request for Live Scan Service</b> form several days before the course. The form is also available from the Temporary Judge Administrator upon request.</p>
<p><b>FAMILY SETTLEMENT ATTORNEYS</b></p>	<p>To be appointed as a family settlement attorney, the following requirements must be met <b>in addition to</b> the requirements listed above.</p> <p><b>Minimum Qualifications for Service on any Family Settlement Conference Panel:</b></p> <ul style="list-style-type: none"> <li>○ Certified Family Law Specialist; or</li> <li>○ 10 years of legal practice, of which at least 75% is in family law, and</li> <li>○ Attendance at the CFLS sponsored settlement conference seminar; or commitment to attend the CFLS sponsored settlement conference seminar to be presented or a comparable seminar, or listen to the tapes from the seminar; and</li> <li>○ Approval of the Supervising Judge of the Family Law Courts.</li> </ul> <p><b>Additional Minimum Qualifications for Service on a Family Settlement Conference Panel Hearing More Complex Cases:</b></p> <ul style="list-style-type: none"> <li>○ Certified Family Law Specialist; or</li> <li>○ 15 years of legal practice, of which at least 90% is in family law, and</li> <li>○ Approval of the Supervising Judge of the Family Law Courts.</li> </ul> <p>Note: For good cause, the Family Law Supervising Judge may waive any or all of the requirements for service on a family settlement conference panel.</p>